

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Detention Supervisor**

<b>BAND</b>	<b>GRADE</b>	
<b>NE</b>	<b>621</b>	
<b>DEPARTMENT:</b>	<b>ACCOUNTABLE TO:</b>	<b>FLSA STATUS:</b>
Police	Police Lieutenant	Non-Exempt
<b>CLASS SUMMARY:</b> Incumbent is responsible for supervising detention facility operations and for performing work in the transportation and security of persons in police custody, and related support responsibilities.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Detention Supervisor is the third of a three level detention officer series. The Detention Supervisor is distinguished from the Detention Officer Lead in that the Supervisor has full supervisory responsibilities over employees and works under limited supervision.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	<b>FRE-QUENCY</b>	
1.	Supervises personnel which includes planning and supervising daily operations; training employees on proper methods and procedures; scheduling, assigning and evaluating work; approving time off; conducting meetings; handling disciplinary actions and making hiring and termination recommendations.	Daily	
2.	Implements goals and objectives of the department by enforcing policies and regulations, evaluating operations, making recommendations for improvements or changes, and coordinating activities with other agencies.	Daily	
3.	Ensures prisoner control by supervising and assisting in receiving and booking persons in police custody into holding facility.	Daily	
4.	Coordinates the transportation of persons in police custody with other law enforcement agencies, including juveniles and those with special needs.	Daily	

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5.	Monitors the work activity of community service workers as provided by the court.	Daily	
6.	Responsible for coordinating and monitoring work release program.	Daily	
7.	Prepares and submits reports at the local and state level.	Monthly	
8.	Administers CPR and first aid.	As Required	
9.	Performs other duties of a similar nature or level.	As Required	

#### **Knowledge** (position requirements at entry):

Knowledge of:

- Supervisory principles including training, scheduling, assigning and evaluating work;
- Functions and resources of a police department;
- Laws governing area of assignment;
- Office and recordkeeping procedures;
- Computer systems and operations;
- Restraining techniques; and
- First aid methods and techniques, including cardiopulmonary resuscitation (CPR).

#### **Skills** (position requirements at entry):

Skill in:

- Monitoring and evaluating staff;
- Evaluating emergency situations and making decisions under pressure;
- Operating various communication and computer equipment such as radios, telephones and related software applications;
- Operating various office equipment such as copiers, faxes, etc.;
- Communications, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and five years of experience in a detention facility, including one year of lead/supervisory experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;
- Cardiovascular Pulmonary (CPR) certification; and
- Ability to pass a background examination.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to work space restrictions, intense noises, travel, and extreme temperatures.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Classification History:**

Draft prepared by Human Resources (skm)

Date: 06/04

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